

# PLEASE READ

2006

## NOTICE TO LICENSEES

Please read the following before filling out your License Renewal/CE Reporting Form

### **LICENSE RENEWAL & CONTINUING EDUCATION REPORTING**

You must report 8 Hours in order to renew your license(s). Please report all hours earned. If you have hours to carry over for next year (a maximum of 4 hours) please report those on this renewal. If you reported carryover hours last year, we will have a record of those on file. **DO NOT SEND YOUR INDIVIDUAL PROOF DOCUMENTS.** It is the licensee's responsibility to keep track of hours; those documents are for your records. To check for compliance, the Board will conduct a random survey of renewal forms and cross check them against attendance rosters.

### **EXEMPTIONS FROM CONTINUING EDUCATION**

If you were licensed this year, you are exempt. If you are inactive (not working), you are exempt. If you are 65 years of age, and have had a license for 20 consecutive years, you are exempt. If you have a lifetime license, you are exempt. If you live out of State and do not practice in the State of Arkansas, you are exempt. Indicate what exemption you are claiming by writing on the renewal form.

### **ILL OR DISABLED EXEMPTION FROM CE**

If you are seriously ill or disabled, the Board must be notified and provided with proper documentation from your personal physician. This documentation must be returned with your renewal. The Board will review such exemption requests on a case by case/year by year basis. **If you are practicing Funeral Directing and or Embalming at all, you may not claim this exemption.**

### **IMPORTANT**

Remember to complete the reverse side of your application. If it is not complete, it will be returned.

**In order to renew your license(s) for 2006, the form must be completed and correct fees must be included. Renewals are due in the Board office by December 31, 2005. Delinquent fees will be assessed if forms are not in the Board office by January 31, 2006. Delinquent fees are \$50.00 dollars per quarter/per license. If your renewal is incomplete in any way it will be returned and a \$10.00 handling fee will be assessed. If your renewal is returned and that results in delinquency, the delinquent fees will also be assessed.**

**2006**

## **Crematory License Renewal**

**Arkansas State Board of Embalmers and Funeral Directors**

**101 E. Capitol, Suite 113**

**Little Rock, AR 72201**

**501-682-0574 / FAX: 501-682-0575**

**You May Renew Online at: [www.arkansas.gov/fdemb](http://www.arkansas.gov/fdemb)**

**\$50.00 Renewal Fee**

**Renewals are due December 31, 2005. Renewals not received by January 31, 2006 will be assessed a \$50.00 per quarter penalty.**

**LICENSE #** \_\_\_\_\_

**OWNER** \_\_\_\_\_

**NAME OF  
ESTABLISHMENT** \_\_\_\_\_

**MAILING  
ADDRESS** \_\_\_\_\_  
Street/PO City St zip

**PHYSICAL  
ADDRESS** \_\_\_\_\_  
Street/PO City St zip

**PHONE ( )** \_\_\_\_\_, **FAX ( )** \_\_\_\_\_

**E-Mail** \_\_\_\_\_

**Submission of this application attest that all information contained herein is true and correct.**